

**LaurCheyenne-Laramie County Economic Development Joint Powers Board**

Board of Directors Meeting Minutes

June 24, 2025 - 7:30 a.m.

Hybrid Meeting – Zoom & Cheyenne Regional Airport Board Room  
4020 Airport Pkwy W Cheyenne, WY 82001

Board Members in Attendance

Shari Bremer, Secretary/Treasurer – In Person  
Dr. JJ Chen – In Person  
Kevin Marquardt – In Person  
Josh Morris, Vice-Chair - In Person  
Trey Rinne, Chair –In Person  
Mike Williams – Zoom

Board Members Absent

Dave Keiter

Others in Attendance

Aaron Roybal, Align – In Person  
Kristie Wilson, Align – In Person  
Chris Brennan, Counsel – Zoom  
Kaley Holyfield, WBC – Zoom  
Amber Trevizo, Visit Cheyenne – In Person  
Domenic Bravo, Visit Cheyenne – Zoom  
Stan Hartzheim, DoubleHLoans – In Person  
Tim Bradshaw, Airport - Zoom  
Desiree Brothe, Airport, Arts – In Person  
Bailey Wheeler, Coldwell Bnkr – In Person  
Sophia Maes, DDA – In Person  
Mel Turner, IAE – In Person

The regular meeting of the Cheyenne-Laramie County Economic Development Joint Powers Board began at 7:32 a.m. with a quorum of six of the seven board members present. Trey Rinne, Chair, presiding.

Action Items

The Cheyenne-Laramie County Economic Development Joint Powers Board meeting agenda for June 24, 2025, was presented for adoption.

A Morris/Marquardt motion was made and seconded to adopt June 24 2025, meeting agenda with the amendment. The motion passed as amended unanimously.

The Cheyenne-Laramie County Economic Development Joint Powers Board, June 24, 2025, consent agenda was presented for adoption.

A Morris/Marquardt motion was made and seconded to adopt June 24, 2025, consent agenda, May 27, 2025, meeting minutes, May 31, 2025, financials, and the June 2025, vouchers totaling \$79,887.75. The motion passed unanimously.

Guest Speakers & Grantee Update

None

Partner Updates

**City of Cheyenne**

Councilman Rinne gave his report for the city.

**Laramie County**

Commissioner Malm gave his report through a text submitted to Trey Rinne, Chair of JPB.

**LEADS**

No report.

### **Airport & CRAFT**

Tim Bradshaw gave a brief update on the Airport and operations in general, and an update on CRAFT.

### **DDA**

Sophia Maes gave an update for the DDA.

### **LCCC**

No report.

### **Visit Cheyenne**

Amber Trevizo gave the report for Visit Cheyenne.

### **Wyoming Business Council**

Kayley Holyfield gave the update for WBC. Their rule changes for the funding program are in the public comment period through the end of July. Encourages everyone in the room to look at it. Kayley will provide Kristie with the link and information to send out to the board. She encourages the Board to get involved with the public comment period for feedback from the Board.

### **Old Business**

#### **Visit Cheyenne Funding Request – BOARD VOTE**

Amber Vizio requested funding on behalf of Visit Cheyenne for the third year in a row, \$50,000 grant proposal to facilitate the execution and marketing of seven cornerstone events from June 2025 to February 2026. Use of this grant is to provide programming and enhance tourism and increase economic development for the community. Amber provided the ROI numbers from last year as requested by Mike Williams at the last JPB meeting in May.

A Morris/Marquardt motion was made and seconded to fund the request of \$50,000 grant to facilitate the execution and marketing of seven cornerstone events that run from June 2025 to February 2026. No discussion. Motion carries.

#### **Cheyenne Airport Board Funding Request – BOARD VOTE**

Desiree Brothe and Tim Bradshaw answered questions on their grant funding request of \$75,000 to help with the renovation of the 1960 Airport Terminal, specifically for the replacement of the hyperbolic paraboloid roof as well as the east and west wind roofs. Tim Bradshaw provided number bids and an updated business plan.

A Morris/Bremer motion was made and seconded to fund the request of \$75,000 to help with the renovation of the 1960 Airport Terminal. Specifically for the replacement of the hyperbolic paraboloid roof as well as the east and west wind roofs. No discussion. Motion carries.

#### **Contract Renewals – BOARD VOTE**

The Align Team, Prairie Sage Creative (PSC), Woodhouse Roden Ames & Brennan. LLC (WRAB), Schreiner, Weskamp & Schmerge (SWS) contracts for FY 25-26.

A Marquardt/Chen motion was made and seconded to renew all contracts. No discussion. Motion carried.

### **Approval of RFP for CPA Review – BOARD VOTE**

Lenhart Mason & Associates, LLC in Casper, Wyoming, was the only submission for JPB's CPA Review. They have performed this review for the past four years. Calls for proposals were sent to over 25 firms in Wyoming and Northern Colorado, many of which stated they do not do quasi-government reviews.

A Morris/Bremer motion was made to approve and proceed with Lenhart Mason. There was no discussion, and the motion carried.

### **New Business**

#### **Cheyenne DDA FY25/26 Funding Request & BOARD VOTE**

Sophia Maes, Executive Director, presented a grant funding request of \$30,000 to split the cost with the City for an on-street parking striping design for the Downtown District. Their share will be \$24,750 with \$5,250 contingency if the City wants to expand the scope (site surveying, etc) or if there are significant changes to the design after community feedback.

A Chen/Morris motion was made to approve this grant funding of \$30,000 at this initial presentation meeting for the good cause that this parking situation and time frame are essential in not waiting until the next JPB meeting in August. No discussion, no public comment, and the motion carried.

Discussion: Questions about business owners wanting this. Mike wonders if we should approve the amount of the grant we know or wait for a follow-up request for the contingency. Josh is okay with approving the \$30,000k since our funding is based on reimbursement. Sophia will have a town hall meeting in the first part of August.

#### **FY 25/26 Budget Hearing – BOARD VOTE**

The Preliminary Budget submitted to the Department of Audit on June 1, 2025, was presented to the Board for discussion, public comment, and approval.

A Williams/Chen motion was made to approve and finalize the FY 25/26 budget as listed on the first page of the excel spreadsheet not the 2<sup>nd</sup> sheet. No discussion, no public comment, and the motion carried.

### **Slate of Officers**

A draft of the slate of officers was presented to the Board. The vote of officers will take place at the August 26, 2025, board meeting. They would also like to structure some committees at the August meeting. Specifically, a grant, a revolving loan fund, and a marketing committee.

### **Adjourn**

Having no further business, the meeting adjourned at 8:38 a.m. The next regular Cheyenne-Laramie County Economic Development Joint Powers Board meeting will be held on Zoom and in person at the Cheyenne Regional Airport Boardroom on Tuesday, August 26, 2025, at 7:30 a.m. There is no regular board meeting in July.

**Minutes Submitted by:**

Kristie Wilson

**Minutes Signed by Chair after Board approval:**

Signed by:  


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Trey Rinne, Chair  
8/26/2025

**Signature by Sec/Treas of Minutes Publication:**

Signed by:  


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Shari Bremer, Secretary/Treasurer  
8/26/2025